

EDUCATION ASSISTANCE PROGRAM

SURVEY

Company
Name: _____ NREL _____

Contact
Name: _____ Barbara Stokes _____

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Does your company offer an Education Assistance Program? No ___ Yes X

If your answer is "Yes," please answer the following questions:

1. Who is eligible to participate in your Education Assistance Program? (Check all appropriate boxes, and fill in the parentheses if applicable.)

<input checked="" type="checkbox"/>	Regular full-time employees	<input type="checkbox"/>	Temporary part-time employees
<input checked="" type="checkbox"/>	Regular part-time <i>employees (30 hours or more)</i>	<input type="checkbox"/>	Employee must have completed (<u>6</u>) months of active employment prior to starting the program
<input type="checkbox"/>	Temporary full-time employees	<input type="checkbox"/>	Employee agrees to complete (<u>6</u>) months of active service following completion of the program

Please list other personnel eligibility requirements (if applicable)

2. Is your program a "reimbursement" or "prepayment"?
X Reimbursement ___ Prepayment (If you checked Prepayment, please explain the process you use.)

3. Do you have class grade requirements? (For example, a minimum of a "C" for undergraduate course?) ___ No X Yes (If yes, please specify.)
See below

4. For employees pursuing a Masters degree, do you reimburse for masters' thesis/project credits while the thesis/project is in work (and all other coursework has been completed)? Or do you wait to reimburse until the thesis/project is successfully completed?
X Reimburse while in work ___ Wait until successfully completed

5. Do you have limits on the dollar amount to be paid/reimbursed (i.e., \$5000/year)?
X No ___ Yes (If yes, please specify.)

6. What education expenses are eligible under your program for payment/reimbursement? (*check all that apply*)

<input checked="" type="checkbox"/> Application Fee	<input type="checkbox"/> CLEP Fee	<input type="checkbox"/> Technology Fee
<input type="checkbox"/> Assessment Fee	<input type="checkbox"/> Graduation Fee	<input checked="" type="checkbox"/> Tuition
<input checked="" type="checkbox"/> Books	<input checked="" type="checkbox"/> Lab Fee	<input type="checkbox"/> Other(s) _____
<input type="checkbox"/> Campus Parking	<input type="checkbox"/> Late Fee	_____
<input type="checkbox"/> Childcare	<input checked="" type="checkbox"/> Required Supplies	_____

7. Do you have criteria for approving courses of study (i.e., business/job relevance)?

☐ No ☒ Yes (*If yes, please explain.*)

Courses approved must be directly related to the employee's current work or normal career development.

8. Do you have criteria for selecting colleges/universities (i.e., accreditation, location)?

☒ No ☐ Yes (*If yes, please explain.*)

9. Do you allow distance learning or correspondence?

☐ No ☐ Yes (*If yes, please explain your criteria.*)

Not specifically precluded.

10. Do you allow employees to use company time to attend classes?

☒ No ☐ Yes (*If yes, please explain.*)

Employees who are in the tuition reimbursement program are not allowed to use company time, however a specific training course (for example a one-day course) can be taken during work hours.

11. Do you allow employees to use company equipment (i.e., computers, printers) for completing their course work?

☐ No ☒ Yes (*If yes, please explain.*)

12. Do you use an automated system for the employee to request reimbursement?

☒ No ☐ Yes (*If Yes, please answer the next few questions.*)

13. Does the automated system include electronic signature? ☐ No ☐ Yes

14. If you use an automated system, is it home-grown or a commercial product (COTS)? (Please circle one.) If a COTS, what product is it?

15. Is there anything else that you would like to tell us about your Education Assistance Program?

Here are excerpts of NREL's Tuition Policy

NREL encourages regular employees to continue their educational development by reimbursing all or part of the tuition costs after completion of approved job-related educational courses. Courses approved must be directly related to the employee's current work or normal career development.

1. Full-time and part-time regular employees scheduled to work 30 hours or more per week are eligible after completion of 6 months of employment.
 2. Specific job-related courses at the freshman and sophomore levels may be approved on an individual basis. Certificate programs at non-degree granting institutions may also be reimbursed. Courses required for completion of approved degree programs will be approved only at the junior and senior levels of an accredited 4-year institution and at the graduate level.
 3. Employees must attain a "C" or equivalent grade in the course to receive reimbursement, and employees in graduate-level programs must maintain a grade point average (GPA) of 3.0 on a 4-point scale (equivalent to a "B") to continue to receive reimbursement. Reimbursement will be discontinued if the GPA falls below 3.0 but may be reinstated when a 3.0 average is subsequently achieved.
 4. Reimbursement will be reduced by the amount of any assistance, such as a scholarship, that the employee receives from other sources.
 5. In addition to tuition, certain other costs may be reimbursed, such as required textbooks and course-related laboratory fees. Parking fees and similar costs will not be reimbursed. Reimbursement will be at 100% for courses or degree programs that are directly related to improving an employee's performance in the current job or lead to increased responsibilities in the current job or a future position at the Laboratory in the current field of work. Reimbursement will be at 50% for individual courses or degree programs that increase an employee's overall knowledge and skills and enhance the opportunity for future positions at the Laboratory outside the employee's current field of work.
 6. Reimbursement is conditional on the continuance of the employment relationship for 6 months following the reimbursement of the course. If an employee voluntarily or involuntarily terminates employment within 6 months of a reimbursement, the employee will pay back 100% of reimbursements received during the 6 months prior to termination and 50% of those amounts reimbursed between 6 and 12 months prior to termination.
 7. Approval of a degree program outline does not obligate the Laboratory to continue tuition support. Payments made by the Laboratory for tuition and related costs are subject to the availability of funds and are subject to tax withholding laws.
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Thank you for participating in our survey! We appreciate you taking the time to answer these questions. We will be summarizing the data gathered and post the results to the FMSIC web site.